



COURSE CATALOGUE FOR INCOMING ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM) STUDENTS

ADMINISTRATIVE DEPARTMENT

Local and Regional Self-Government Professional Graduate Study Program

EQF Level 7- Second Cycle - ISCED (Master's Degree)

September 2025

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CLASS DESCRIPTION AND LEARNING OUTCOMES ON THE CLASS LEVEL _____ 10

Local and Regional Self-Government Professional Graduate Study Program

Scientific or artistic field and field of study: *social sciences, law*

According to the ISCED FoET classification: ISCED 7; 04 – *Business, administration and law*

Duration of study: *2 years (4 semesters)*

Number of ECTS points that are obtained at the end of the studies: *120*

Academic or professional title, i.e. academic degree: *master's degree in local and regional self-government (mag. admin. publ.)*

[Link](#) for list of courses available per semester.

[Link](#) for Study program learning outcomes.

Study program Learning outcomes:

The study program of the professional graduate study program Local and Regional Self-government foresees 15 learning outcomes determined concerning the competencies expected at the end of the given study, in the following order:

1. Analyze legal, economic and social aspects of local and regional self-government and public policies using advanced theoretical frameworks and comparative studies.
2. Analyze the application of the principles of local self-government in Croatia through reasoned criticism and comparison with other countries.
3. Critically review management models, organizational structures and decision-making processes within local and regional self-government.
4. Apply knowledge about ICT and digital transformation to improve accessibility, transparency and efficiency of public services.
5. Apply ethical principles in public administration and integrate ethical considerations into decision-making and leadership processes.
6. Implement personal data protection strategies and information security management according to national and international laws and standards.
7. Manage the financial and administrative aspects of EU projects, ensuring the efficient use of funds and the achievement of cohesion and regional development policy goals.
8. Integrate sustainable practices and green policies in local planning and development, considering environmental, economic and social factors.
9. Evaluate the quality of management and public services through continuous improvement, innovation and ethical practice.
10. Analyze the legal aspects of urban planning while promoting social justice and sustainability.
11. Integrate legal quality standards into local self-government processes with monitoring and evaluation of effectiveness.
12. Manage cooperation between various units and communication in a politically sensitive environment.
13. Apply best practices in the management of green policies and sustainable development, using innovative approaches and critical thinking.

14. Manage crisis situations with defined action priorities according to the competencies and legal framework.

15. Develop interactions among various decision-making stakeholders, promoting ethical and transparent practices.

The learning outcomes of the study program belong to level 7 according to the European Qualifications Framework (EQF) and the Croatian Qualifications Framework (HKO), and include:

- Specialized knowledge in the area of local and regional self-government.
- Advanced skills for analysis, critical thinking and application of knowledge in complex and unpredictable situations.
- Responsibility and autonomy in decision-making and leadership within the professional field.

ACADEMIC CALENDAR

Academic year: October current year – 30th September -next calendar year

WINTER SEMESTER

Lectures	October 6 – January 31
Winter Exams	February 2 - February 27
Additional exams	November 24 – December 5 – for earlier semester finished students
Christmas' holiday	December 22 – January 6

SUMMER SEMESTER

Lectures	March 2 – June 12
Summer Exams	June 15 – July 17
Autumn Exams	August 24 – September 18
Additional exams	April 13 – April 24 – for earlier semester finished students
Dean's exam period	September – according rules
Easter holidays	-

Summer vacation: end of July – end of August

Please note that faculties are allowed to change/adjust the academic calendar according to their internal processes!

So consult also the faculty web page for more detailed information on this.

National Holidays

January 1	New Year's Day
January 6	Three Kings Day
April 5 - 6	Easter Sunday and Monday
May 1	Labour Day
May 30	Statehood day
June 4	Corpus Christi
June 22	Anti-Fascist Struggle Day
August 5	Victory and Homeland Thanksgiving Day
August 15	Assumption of Mary
November 1	All Saints' Day
November 18	National Holiday - Remembrance Day for all victims of the Homeland War
December 25 - 26	Christmas Day and St. Stephen's Day

CROATIAN HEI GRADING SYSTEM

The Croatian national grading system consists of five grades with numerical equivalents, from highest to lowest grade as follows:

- Excellent (izvrstan) – 5
- Very good (vrlo dobar) – 4
- Good (dobar) – 3
- Sufficient (dovoljan) – 2 Note: minimum pass grade
- Fail (nedovoljan) – 1 Note: requires student to retake exam/resubmit work

Notification: Learning outcomes for Professional trainings courses are recorded as P – Passed (non-graded assessment).

Croatian Higher Education System  for more info.

COURSES OFFERED IN ENGLISH FOR INCOMING ICM STUDENTS

	Class name	Class Mode (T/I/P)*	Code from ISVU	Semester	Year of study program
1.	Structure and functioning of local and regional self-government I	T	287039	autumn	I.
2.	Participation of citizens in decision-making	T	287041	autumn	I.
3.	Europeanization of local self-government	T	287042	autumn	I.
4.	Local self-government and decentralization	T	287043	autumn	I.
5.	Property management of local and regional self-government units	T	287044	autumn	I.
6.	Comparative local and regional self-government	T	287045	autumn	I.
7.	English Language I	I	287046	autumn	I.
8.	German Language I	I	287047	autumn	I.
9.	Local elections	T	287069	autumn	II.
10.	Supervision of the work of local and regional self-government units	T	287070	autumn	II.
11.	Management of cities and urban development	T	287071	autumn	II.
12.	Ethics and leadership in public service	T	287072	autumn	II.
13.	E-administration and digital transformation	T	287073	autumn	II.
14.	Protection of personal data	T	287074	autumn	II.
15.	Public-private partnership	T	287076	autumn	II.
16.	Ethnicity and local self-government	T	287078	autumn	II.
17.	Structure and functioning of local and regional self-government II	T	287048	spring	I.
18.	Human resources management and official relations	T	287049	spring	I.
19.	Local services of general interest	T	287050	spring	I.
20.	Budget and financial management in local and regional self-government	T	287051	spring	I.

21.	Crisis management in administration	T	287052	spring	I.
22.	Professional practice I	P	287055	spring	I.
23.	Local economic development	T	287056	spring	I.
24.	English language II	I	287057	spring	I.
25.	German language II	I	287058	spring	I.
26.	Quality management in local and regional self-government	T	287079	spring	II.
27.	Management of EU projects	T	287080	spring	II.
28.	Implementation of green policies in local and regional communities	T	287081	spring	II.
29.	Professional practice II	P	287082	spring	II.

***During the academic year 2025/26, only the courses of the first and second semesters (i.e., the first year of study program) will be conducted (marked with grey).**

***Explanation of Teaching Methods for Long-Term Student Mobility (Studies)**

(for use in the course catalogue from which Learning Agreement information is entered)

T – Theoretical Consultative (course delivered in English)

- **Description:**
Individual or group consultative teaching conducted in English, intended exclusively for incoming international students. Consultative lectures focus on providing explanations and guidance regarding theoretical content.
- **Content:**
Primarily theoretical lectures and discussions with the professor, with the possibility of written and/or oral assignments.
- **Note:**
No regular classes with local students. It is possible to choose courses offered in all semesters. The format and schedule are flexible and based on individual arrangements with the course instructor.

The mobility period may be shorter than the full semester (e.g., 3 months), but **must** include the **examination period**. Therefore, a later arrival than the official semester start is acceptable, but the student must stay through to the end of the semester, including exams.

I – Integrated (course taught in Croatian with additional explanation in English)

- **Description:**
Participation in regular classes with local students, taught in Croatian, with additional explanations provided in English when necessary. This includes academic lectures and exercises.
 - **Content:**
Theoretical lectures or a combination of lectures and practical exercises. Students may complete assignments and projects in English.
 - **Note:**
Classes are held according to the regular timetable during the semester in which the mobility takes place. A higher level of independence and readiness to follow content in Croatian is required, with support from the lecturer.
 - **Language preparation:**
Croatian – minimum recommended level: **A2**
Language support is available online via EU Academy:
[Learn Croatian with OLS](#)
 - **Mobility duration:**
Full semester – includes both teaching period and examination period.
-

P – Practical (practical training)

- **Description:**
Practical work or exercises only, such as laboratory work, professional placements, or fieldwork. May include: practical training, practical exercises and activities, work placement, or field practice.
 - **Content:**
Active participation in practical activities, with basic guidance provided in the agreed language (Croatian or English, as specified in the Learning Agreement). Placements may occur outside the institution, in partner organizations or external training facilities.
 - **Format:**
Offered as a structured programme or arranged individually upon request.
 - **Note:**
Practical work is carried out according to a previously agreed schedule. Communication with mentors, task execution, and reporting are conducted in English.
 - **Mobility duration:**
To be determined based on individual arrangements.
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Important:

All listed models represent different formats of teaching during mobility. However, **student workload (ECTS credits) and mobility duration** are fully aligned with **validated syllabi and official curricula**. This ensures that the structure and intensity of learning activities follow formal academic standards, enabling the transparent recognition of learning outcomes in line with **Erasmus+ and ECTS guidelines**.

ACADEMIC CONTACT INFORMATION

ECTS COORDINATORS /the head of the department/host

Danijela Romić, PhD., college professor danijela.romic@vevu.hr

ECTS Coordinator – The person responsible for coordinating the SMS mobility program. This includes approving proposed SMS Mobility Plans for incoming students, as well as approving Learning Agreements and any course modifications during the mobility period.

INCOMING TRAINEESHIP STUDENTS SUPERVISORS/ host of the department

Željka Vajda Halak, mag. iur., senior lecturer zvhalak@vevu.hr

Supervisor – The person responsible for coordinating the SMT mobility program. This includes approving proposed SMT Mobility Plans for incoming students, as well as approving Learning Agreements and any traineeship modifications during the mobility period.

LIST OF LECTURERS LINK.

CLASS DESCRIPTION AND LEARNING OUTCOMES ON THE CLASS LEVEL

Course name

Structure and functioning of local and regional self-government I

Course contents

1. Introductory lecture, historical presentation of the development of local self-government in the areas of today's Republic of Croatia;
2. Criteria for defining the type, size and area of local self-government units;
3. Criteria for defining the scope of local self-government units;
4. Large and capital cities as special types of local self-government units;
5. Principles of the European Charter on Local Self-Government in Croatian legislation;
6. Perspectives of further reform of local self-government;
7. Structure of local and regional (regional) self-government in the Republic of Croatia;
8. Bodies of local and regional self-government units in the Republic of Croatia;
9. Scope of local and regional self-government units in the Republic of Croatia;
10. Determining the area and boundaries of local and regional self-government units in the Republic of Croatia;
11. The City of Zagreb as a unit with a special status - structure and bodies;
12. The City of Zagreb as a unit with a special status - jurisdiction.

Learning outcomes

After successfully completing the course, students will be able to:

1. Support the application of certain principles in Croatian local self-government with arguments;
2. Evaluate the selection of criteria for defining the type, size and scope of local and regional (regional) self-government units;
3. Review the justification of the chosen model of structuring Croatian local and regional self-government;
4. Assess the justification of the distribution model of competences between the state, regional and local levels;
5. Independently manage the complex procedures of agreement and preparation of expert projects related to the distribution of responsibilities.

Course name

Participation of citizens in decision-making

Course contents

1. Introductory lecture, generally about citizen's participation;
2. Argumentation for and against citizen's participation;
3. Referendum - in general;
4. Referendum - implementation;
5. Referendum to change the boundaries of the area of the local self-government unit;
6. Referendum for impeachment of the executive leader;
7. Local self-government as a form of direct participation of citizens - in general;
8. Local self-government as a form of direct participation of citizens - concrete examples;
9. Local self-government as a form of direct participation of citizens - City of Zagreb;
10. Citizens' assemblies and other forms of direct citizen participation;
11. Information and communication technologies in the service of citizen participation;
12. Youth councils and other special groups of citizens;
13. Rights of members of national minorities to participate in decision-making.

Learning outcomes

After successfully completing the course, students will be able to:

1. Critically assess the importance and need for citizen's participation at local levels;
2. Determine the most appropriate form of citizen participation for deciding on individual issues;
3. Assess the conditions for the implementation of direct participation of citizens in decision-making;
4. Justify the use of information and communication technologies in the implementation of citizen participation;
5. Independently and responsibly develop interaction between various decision-making process stakeholders.

Course name

Europeanization of local self-government

Course contents

1. Definition of the concepts of Europeanization, European administrative space and standards and principles of European law
2. Croatian local self-government and European trends
3. Previous reform experiences, incentives and limitations
4. The Council of Europe as a factor in the Europeanization of local self-government
5. The role and significance of the European Charter on Local Self-Government
6. Principles of the European Charter on Local Self-Government and Local Scope
7. Protocol on the right to participate in the affairs of local authorities
8. Local self-government and the European Union
9. Areas of Europeanization and institutional changes
10. The role and action of SIGMA on the modernization of local self-government
11. Reforms in the European context in certain European countries (Slovenia, Hungary)
12. An example of good practice in adapting to Europeanization

Learning outcomes

After successfully completing the course, students will be able to:

1. Analyse the impact of European politics on the organization and functioning of local self-government, including the adjustment of the legislative framework and institutional changes;
2. Critically judge the level of local policy compliance with European standards, taking into account the specificities of local self-government units;
3. Review the impact of European law on the autonomy of local self-government units;
4. Critically assess the challenges and potential opportunities that local self-government faces in the process of Europeanization.

Course name

Local self-government and decentralization

Course contents

1. Definition of the terms decentralization, deconcentration and devolution
2. Decentralization and social processes: globalization, Europeanization and urbanization
3. The principle of subsidiarity, modern public administration reforms and decentralization
4. Components of decentralization management I
5. Components of decentralization management II
6. Decentralization in Western European countries
7. Decentralization in transition countries
8. Decentralization in Croatia
9. Phases of decentralization in Croatia
10. Decentralization of powers, jobs and functions
11. Strengthening the capacity of local institutions for decentralization
12. Management of decentralization in Croatia

Learning outcomes

After successfully completing the course, students will be able to:

1. Evaluate different models of decentralization and their effects;
2. Present the effects of decentralization on the administrative and fiscal capacities of local self-government in an argumentative manner to experts and laymen;
3. Assess the current state of decentralization in Croatia;
4. Integrate theoretical knowledge with practical skills in teamwork to develop innovative approaches to solving the challenges of decentralization.

Course name

Property management of local and regional self-government units

Course contents

1. Introductory lecture. Legislative framework of jurisdiction of local and regional (regional) self-government units in relation to property law procedures.
2. Management and recording of real estate owned by local and regional self-government units
3. Acquisition of real estate ownership right
4. Alienation of real estate owned by local and regional self-government units
5. Renting and leasing of property of local and regional self-government units
6. Urban consolidation
7. Implementation of the expropriation procedure
8. Determination of compensation for expropriation
9. Real estate valuation
10. Determination of the right to compensation for property seized during the Yugoslav communist rule

Learning outcomes

After successfully completing the course, students will be able to:

1. Critically analyze and evaluate the legislative framework and competencies of local and regional self-government units regarding property law procedures;
2. Apply advanced methods for managing and recording real estate owned by local and regional self-government units;
3. Conduct procedures for the disposal of real estate owned by local and regional self-government units;
4. Explain the process of real estate valuation and determination of compensation for expropriation, as well as the right to compensation for property confiscated during the Yugoslav communist regime.

Course name

Comparative local and regional self-government

Course contents

11. Introductory lecture. Legislative framework of jurisdiction of local and regional (regional) self-government units in relation to property law procedures.
12. Management and recording of real estate owned by local and regional self-government units
13. Acquisition of real estate ownership right
14. Alienation of real estate owned by local and regional self-government units
15. Renting and leasing of property of local and regional self-government units
16. Urban consolidation
17. Implementation of the expropriation procedure
18. Determination of compensation for expropriation
19. Real estate valuation
20. Determination of the right to compensation for property seized during the Yugoslav communist rule

Learning outcomes

After successfully completing the course, students will be able to:

1. Critically judge the selected models of the size of local units and their effect on the functioning of local and regional self-government;
2. Assess the justification of the selected model of grading of local units;
3. Present the advantages and disadvantages of amalgamation, the increase in the number of local and regional units and their mutual cooperation in front of experts and laymen;
4. Argumentally justify the advantages and disadvantages of individual election models in local and regional units.

Course name

English Language I

Course contents

The framework topics of the course include texts from public administration with a focus on local and regional self-government both in Croatia and in comparison with administrative systems in English-speaking countries, decentralization of public administration and other aspects thereof. The grammatical part of the course includes adjectives in -ed/-ing, causative have, relative pronouns and phrasal verbs. The content of the course is aimed at determining the existing knowledge of the English language in the field of law, as well as the adoption of new structures necessary for future experts in the field of public administration. The topics are:

1. Introductory lecture
2. The State, its Development and Functions
3. Public Administration and Bureaucracy
4. The Rule of Law and the Separation of Powers
5. Decentralization and Devolution
6. -ed/-ing adjectives, causative have
7. Types of Political Systems
8. Branches of Government
9. Government and Administration
10. Education in Public Administration
11. Relative pronouns
12. Phrasal verbs

Learning outcomes

After successfully completing the course, students will be able to:

1. Valorize professional texts in English in the field of public administration;
2. Apply professional vocabulary within the framework of what was learned during the semester;
3. Lead a conversation in a foreign language on typical topics from the course content;
4. Combine acquired knowledge while reading professional literature;
5. Evaluate new trends in public administration by getting information online in English.

Course name

German Language I

Course contents

1. Einleitungsstunde
2. Vollmachten nach dem BGB
3. Verbvalenz und Satzmodelle
4. Beschränkte Geschäftsfähigkeit nach deutschem Recht
5. Fragesätze mit der Konjunktion „ob“
6. Ein österreichischer Mietvertrag
7. Feste Wortverbindungen
8. Vertragsanfechtung wegen Irrtums
9. Irreale Konditionalsätze
10. Haftpflichtrecht: Ausservertragliche Haftung nach schweizerischem Recht
11. Adjektivische Wortverbindungen
12. Scheidungsrechtsreform in der Schweiz
13. Nominalphrasen

Learning outcomes

After successfully completing the course, students will be able to:

1. Valorize professional texts in German;
2. Apply professional vocabulary and grammar patterns within the framework of what was learned during the semester;
3. Lead a conversation in German on typical topics from the course content;
4. Combine acquired knowledge while reading professional literature;
5. Evaluate new trends by getting information online in German.

Course name

Structure and functioning of local and regional self-government II

Course contents

1. Introductory lecture;
2. Bodies of local and regional self-government units;
3. Representative body - scope and method of work;
4. Representative body - convening and holding sessions;
5. Executive body - scope and method of work;
6. Administrative bodies - organization and way of working;
7. Crisis of power - cohabitation and the Commissioner of the Government of the Republic of Croatia;
8. Mutual cooperation of local and regional self-government bodies;
9. Acts of local and regional self-government units - types and significance of general acts;
10. Acts of local and regional self-government units - adoption and publication of general acts;
11. Acts of local and regional self-government units - individual acts;
12. Mutual cooperation of local and regional self-government units in the Republic of Croatia;

Learning outcomes

After successfully completing the course, students will be able to:

1. Critically assess the work of individual bodies of local and regional self-government units;
2. Review the relations between representative, executive and administrative bodies;
3. Valorize the quality of individual general acts of local and regional self-government units;
4. Independently create general and individual acts;
5. Recommend solutions on mutual cooperation between local and regional self-government units;
6. Independently and ethically manage unpredictable interactions and communication in a politically uncertain environment.

Course name

Human potential management and official relations

Course contents

1. Introduction to human potential
2. Models of human resources management
3. Strategic and integral focus of human resources management
4. Individual components of human resources management
5. Selection and employment of human resources in local and regional self-government
6. Education and training of officials in local and regional self-government and new trends in the development of human resources
7. The concept of civil servants in local and regional (regional) self-government and civil service law
8. Position of employees in local and regional self-government units
9. Official systems and features
10. Types of officials and ways of establishing official relations
11. Remuneration and promotion of officials
12. Education and training of public servants and new trends in the development of human resources
13. Croatian civil service legislation and comparative civil service systems

Learning outcomes

After successfully completing the course, students will be able to:

1. Assess the importance of human resources in the context of the development of local and regional self-government and their role in organizational progress;
2. Analyze different recruitment strategies, selection processes and candidate assessment methods in order to establish a quality selection of employees;
3. Apply knowledge of the legal framework and ethical principles that regulate official relations in real situations within local and regional self-government units;
4. Critically review administrative procedures, documentation and valid rules relevant to official relations;
5. Prepare an analysis of real cases where they will apply the acquired knowledge to analyze real cases in the field of employee relations, providing solutions and strategies for their improvement.

Course name

Local services of general interest

Course contents

1. Introduction to local services of general interest: Definition, forms, and importance of local services of general interest
2. Legal frameworks and regulations: Analysis of legal regulations that shape the provision of public services at the local level
3. Local service management models: Overview of different management models, such as public-private partnerships, concessions, and autonomous management
4. Economic Public Services: Study of economic services such as water supply, transportation, energy and waste disposal
5. Non-economic public services: Analysis of non-economic services such as education, health, culture and social services
6. Financing of local services: Research of different models of financing of local services of general interest and their sustainability
7. The role of local government in providing services: Understanding the role and responsibility of local government in ensuring the provision of quality services to citizens
8. Citizen participation and transparency: The importance of involving citizens in the decision-making process and ensuring transparency in the provision of services
9. Evaluation and monitoring of service performance: Methods of evaluation of efficiency, effectiveness and satisfaction of users of local services
10. Innovations in the provision of local services: Identification of innovative approaches and technologies to improve local services
11. Global perspectives on local services: Comparison of local services of general interest across different countries and contexts
12. Sustainability of local services: Consideration of sustainability challenges, environmental aspects and long-term planning when providing local services
13. Crisis and emergency management: Preparation and response of local services in emergency situations such as natural disasters or public crises
14. Ethics in the provision of local services: Consideration of ethical dilemmas and standards in the provision of public services at the local level
15. Examples of good practice and case studies: Analysis of concrete examples of good practice and case studies to illustrate how local services of general interest work in different settings.

Learning outcomes

After successfully completing the course, students will be able to:

1. Develop innovative strategies that promote more efficient provision of public services at the local level;

2. Critically assess the complex problems and challenges faced by local services of general interest and identify the best practices for solving them;
3. Analyze data, research and real-world examples to create a synthesis of information and develop a deeper understanding of how local services work;
4. Develop a critical attitude towards management models of local services;
5. Apply ethical standards and social values in the analysis, planning and provision of local services, taking into account the diverse needs and interests of the local community;
6. Create and clearly present reasoned proposals for the improvement of local services of general interest, while providing clear and convincing arguments that support the proposed changes.

Course name

Budget and financial management in local and regional self-government

Course contents

1. Budget of local and regional self-government units
2. Institutional framework of financing units of local and regional (regional) self-government
3. Institutional framework for financing local public needs in the Republic of Croatia
4. Revenues in the budgets of local and regional (regional) units
5. Expenditures and expenses of local and regional units
6. Fiscal decentralization
7. Own sources of financing of local self-government units
8. Own sources of financing of regional self-government units
9. The budget adoption procedure in local and regional self-government units
10. Amendments and additions to the financial plan of the budget beneficiaries of the local and regional self-government unit
11. Taxes of local and regional self-government units
12. Public debt and public expenditures at the local and regional level

Learning outcomes

After successfully completing the course, students will be able to:

1. Review the structure and process of public sector financial management related to local and regional self-government units;
2. Analyze the basic principles of the budget and the course of the budget cycle (planning, adoption, execution and control of the budget);
3. Classify financing instruments of local and regional self-government units;
4. Identify the normative framework and financing structure of the system of local and regional self-government units.

Course name

Crisis management in administration

Course contents

1. Introduction to crisis management in public administration
2. Legal framework for crisis management in public administration
3. Identification and assessment of risks in public administration
4. Planning and organizing activities in crisis situations
5. Communication and coordination in crisis situations
6. Management of human resources in crisis situations
7. Management of financial resources in crisis situations
8. Management of information systems in crisis situations
9. Maintaining business continuity in crisis situations
10. Assessment and management of consequences after the crisis
11. Evaluation and improvement of crisis management plans
12. Examples of good practice in public administration crisis management

Learning outcomes

After successfully completing the course, students will be able to:

1. Assess crisis situations and their impact on citizens and society;
2. Connect key sectors in state administration bodies for the purpose of coordinated assessment and definition of action priorities in crisis situations;
3. Analyze the key tools for information management after a major accident or disaster in accordance with the competences of individual state administration bodies;
4. Draft a proposal for a decision to act within the competence of individual state administration bodies.

Course name

Professional practice I

Course contents

Before assigning a student to perform professional practice in local and regional self-government units, students will undergo 10 hours of preparation with professional practice professors. The preparation of students includes the creation of a professional practice plan, the collection of data on the selected body, as well as familiarization with the IT program for documentation management.

A mentor (official in a selected unit of local and regional self-government) is appointed to the student for the purpose of professional practice.

Students will monitor the implementation of administrative procedures, budget planning, strategic management, and develop skills in communication, problem solving, and public policy analysis, depending on the body where the internship is performed.

The specific content of the professional practice will be defined by the Professional Practice Plan created in cooperation between the student, manager and mentor, and its realization is proven by the Professional Practice Diary signed (certified) by both the student and the mentor.

The provisions of the Ordinance on Professional Practice apply to other issues related to professional practice.

Learning outcomes

After successfully completing the course, students will be able to:

1. Distinguish the structure and competences of local and regional self-government units in relation to the state administration system;
2. Apply the appropriate legal norm to the actual situation within the jurisdiction of local and regional self-government units;
3. Apply the rules of ethical, moral and social responsibility in communication with colleagues and citizens and in the implementation of entrusted tasks;
4. Prepare a Professional Practice Diary in which the student will analyze in detail and connect the acquired theoretical knowledge with the acquired practical experience.

Course name

Local economic development

Course contents

1. Introductory lecture
2. Local and regional economic development
3. Basic principles of local economic development
4. Economic structure of the local economy
5. Development of human resources
6. The role of local and regional self-government in local economic development
7. Public private partnership
8. Circular economy
9. Smart cities
10. Objectives of local development policy
11. Strategies of local economic development
12. Local economic development in the 21st century
13. Examples of good practice

Learning outcomes

After successfully completing the course, students will be able to:

1. Critically evaluate the factors of the economic structure of the local community;
2. Assess the economic capacity of local and regional self-government units;
3. Review the development strategy of local and regional self-government;
4. Take personal and team responsibility in managing and leading business processes.

Course name

English Language II

Course contents

The framework topics of the course include texts from public administration with a focus on local and regional self-government both in Croatia and in comparison with administrative systems in English-speaking countries, decentralization of public administration and other aspects thereof. The grammatical part of the course includes sentence stems, inversion and auxiliary verbs for emphasis, and word order in phrasal verbs. The content of the course is aimed at determining the existing knowledge of the English language in the field of law, as well as the adoption of new structures necessary for future experts in the field of public administration. The topics are:

1. Introductory lecture
2. The Civil Service in Local and Regional Administration
3. Definitions, Values, and Principles of Administrative Ethics
4. The Right to Good Administration
5. Government Accountability: Transparency and Integrity
6. Cleft Sentences; Inversion and Auxiliary Verbs
7. Judicial Review of Public Administration
8. European Integration and Institutions in Connection to Local Administration
9. Reform of PA: SIGMA Principles
10. New Public Management and Good Governance
11. E-Government: EU Action Plan
12. Phrasal Verbs Word Order

Learning outcomes

After successfully completing the course, students will be able to:

1. Evaluate ethical procedures in the operation of EU public administration bodies;
2. Apply professional vocabulary within the framework of what was learned during the semester;
3. Hold a public lecture in English on typical topics from the course content;
4. Interpret acquired knowledge while reading professional literature;
5. Distinguish new trends in public administration by getting information online in English.

Course name

German Language II

Course contents

1. Einleitungsstunde
2. Erben und Vererben in Österreich
3. Mehrgliedrige Konjunktionen: „sowohl...als auch“, „nicht nur...sondern auch“, „weder...noch“
4. Rechtsquellen des Gemeinschaftsrechts
5. Textorganisatoren und Abkürzungen
6. Die Organe der europäischen Union
7. Relativsätze
8. Die Schaffung des Binnenmarktes am Beispiel des freien Warenverkehrs
9. Verbalphrasen
10. Deutsches Gesellschaftsrecht
11. Gerundiv als Sonderform der Attributivgruppe
12. Die Begründung eines Arbeitsverhältnisses nach österreichischem Recht
13. Doppelkonjunktion „teils...teils“; Nominalphrasen

Learning outcomes

After successfully completing the course, students will be able to:

1. Evaluate the activities of EU public administration bodies following the sources of European law in the German language;
2. Apply professional vocabulary and grammatical structures within the framework of what was learned during the semester;
3. Hold a PowerPoint presentation in German on typical topics from the course content;
4. Interpret acquired knowledge while reading professional literature;
5. Distinguish new trends in the German legal language by getting information on online legal portals.

Course name

Local elections

Course contents

1. Introductory lecture, generally about electoral systems
2. Local electoral system in the Republic of Croatia until 2008
3. The local election system in the Republic of Croatia from 2008 until today
4. Voting rights and announcement of elections
5. Running in elections
6. Election campaign
7. Bodies for the implementation of elections
8. Election implementation (observation, costs, protection...)
9. Election of members of representative bodies
10. Election of executive bodies
11. Representation and rights of national minorities in the electoral process
12. Elections for council members of local committees

Learning outcomes

After successfully completing the course, students will be able to:

1. Recommend the necessary measures for the implementation of legal elections;
2. Compile minutes, decisions and other necessary documents for the implementation of elections;
3. Argumentally defend the position on the established irregularities in the implementation of elections;
4. Take personal and team responsibility for the successful execution of the task of implementing elections in complex and unpredictable situations.

Course name

Supervision of the work of local and regional self-government units

Course contents

1. Introductory lecture, introduction to the work of local and regional self-government units
2. Relationship between state administration and self-government units
3. Supervision of the work of self-government units as a mandatory last segment of management
4. Technical, political, social and legal supervision of self-government units
5. Quality of supervision, subjects of supervision, subject of supervision, supervisory powers
6. Supervision within administrative bodies of self-government units
7. Hierarchical administrative supervision
8. Administrative supervision of self-government units by the Ministry of Justice and Administration
9. Inspection supervision of self-government units by the Ministry of Justice and Administration
10. Administrative court supervision
11. Ombudsman as an implementer of supervision of self-government units
12. Financial supervision by the Ministry of Finance
13. State Office for Audit and Internal Audit of Self-Government Units

Learning outcomes

After successfully completing the course, students will be able to:

1. Evaluate the fundamental features of the types of supervision over the work of self-government units;
2. Critically assess the specific purpose of the type of supervision over the work of self-government units;
3. Link the effects of certain types of supervision over the work of self-government units with the improvement of work and development of self-government units;
4. Develop a critical discussion about the need to give greater meaning and a broader role of supervision over the work of self-government units in order to develop self-government units based on the principles of efficiency, good management and ethical behavior.

Course name

Management of cities and urban development

Course contents

1. Defining the city, the concept and typology of cities
2. Historical development of urban settlements
3. The concept of urbanization and its development
4. Internal organization of cities, method of regulation, organization and financing
5. Large cities and urban agglomerations
6. Comparative presentation of the decentralization of large cities
7. Problems of city management
8. Different roles of cities
9. Participation of citizens in city management
10. Special position of capital cities
11. Methods of connecting cities and their surroundings
12. Example of good practice – smart cities

Learning outcomes

After successfully completing the course, students will be able to:

1. Review the legal framework related to the management of cities and urban development;
2. Compare the key urbanization trends and the principles of sustainable urban development;
3. Critically assess the reach of good governance standards in city management;
4. Analyze the level of citizen participation in city management.

Course name

Ethics and leadership in the public service

Course contents

1. Introduction to ethics and leadership in public service; definition of terms
2. The influence of global phenomena and contemporary administrative doctrines on the ethics of public administration
3. Roles of officials in relation to citizens
4. Patronage, spoils system – merit system
5. Ethics of management officers and officials
6. Conflict of interest, patronage, nepotism; responsibility for unethical actions
7. Corruption as a global phenomenon; anti-corruption strategies and measures
8. Strategy to combat corruption and measures to prevent corruption in the Republic of Croatia
9. Codes of ethics and codes of conduct as instruments promoting ethics and professionalism in public administration
10. Basic principles of behavior in public service
11. Rights, duties and responsibilities of public officials, violations of official duty
12. The principle of equality in the treatment of citizens; violations of the principle of equality and the rights of citizens
13. Provision of information to citizens and the role of the media in informing citizens

Learning outcomes

After successfully completing the course, students will be able to:

1. Define the goals and fundamental issues of ethics in public service;
2. Explain rights and ethical codes and describe the postulates of moral business and social responsibility;
3. Define the basic principles of behavior in public service;
4. Present and analyze the concept of an ethical dilemma in an organization based on a case study.

Course name

E-administration and digital transformation

Course contents

1. The connection of business processes and the impact on the software systems that support them
2. Reformulation of administrative forms; teleprocedures and teleservices
3. Organization of a complete eService
4. Electronic signature
5. Direct electronic marketing in the domain of administration, access strategies and methods of use
6. Types and role of portals in modern administration
7. Possibilities and sources of data collection
8. Organization of data in databases
9. More important standards of open information systems: HTML, XML.
10. Internet problems and impact on eGovernment
11. Basic forms of crime on the Internet
12. The future of the Internet, regulation and forms of service quality adjustment

Learning outcomes

After successfully completing the course, students will be able to:

1. Analyze the connection of business processes and assess their impact on software systems that support e-administration;
2. Explain electronic signature systems to ensure the security and integrity of e-government processes;
3. Describe the possibilities and organization of databases applicable in the system of local and regional self-government;
4. Analyze the fundamental aspects of the Internet in the context of eGovernment, including possible problems, emerging forms of crime on the Internet, and future trends and regulation, in order to develop a deeper insight into the impact of the Internet on eGovernment and understand the need to adjust the quality of the service.

Course name

Protection of personal data

Course contents

1. Privacy basics. Concept of privacy and legal meaning. Define different aspects of privacy and types of privacy violations
2. Principles of privacy protection
3. Legislative framework for the protection of personal data
4. International legal framework for the protection of personal data
5. Roles and responsibilities of the personal data protection officer
6. Personal data and their processing
7. Processes of collecting, processing, sharing and archiving personal data
8. Privacy Policy and Consent Rules
9. Protection of personal data at the workplace
10. Challenges of personal data protection
11. Protection of personal data on the Internet
12. Examples of good practice

Learning outcomes

After successfully completing the course, students will be able to:

1. Interpret legislation and legal frameworks that regulate personal data protection, including GDPR;
2. Assess the risks associated with the processing of personal data for the purpose of developing an appropriate protection strategy and mitigating these risks;
3. Formulate personal data protection policies and procedures in accordance with legal requirements and best practices;
4. Manage incidents involving personal data, develop incident response plans and communicate skillfully with regulatory authorities;
5. Promote education and awareness of personal data protection among employees and users, raising awareness of ethical, social and legal aspects of privacy.

Course name

Public-private partnership

Course contents

1. The concept of public-private partnership (PPP)
2. Types of PPPs and financing models
3. Legislative framework for PPP in local self-government
4. Analysis of local government needs and projects
5. Public tender process Contracting and implementation of PPP
6. PPP in infrastructure projects of local self-government
7. PPP in the public services sector
8. Effects of PPP on the local community
9. Risk assessment in PPP
10. Risk management in PPP
11. Examples of good practice in PPP
12. Critical analysis of the application of PPP in practice
13. The future of PPP in local self-government
14. Innovations and changes in PPP practice
15. Perspectives of PPP development in the future

Learning outcomes

After successfully completing the course, students will be able to:

1. Apply critical thinking and analytical skills in assessing the advantages and disadvantages of PPP in relation to other forms of cooperation between the public and private sectors;
2. Use methods for assessing and managing risks in PPP in order to ensure transparency and efficiency in the implementation of projects;
3. Analyze the legal framework for PPP and the possibilities of application in units of local and regional self-government;
4. Develop the ability to cooperate with representatives of the public and private sectors for the purpose of creating and implementing PPP projects;
5. Develop critical thinking and analytical skills regarding ethical and social issues arising from PPP.

Course name

Ethnicity and local self-government

Course contents

1. Determination of the basic concepts of minority, minority nation, national minority and ethnic minority
2. Special rights and freedoms of national minorities
3. Minority integration policies in the Republic of Croatia
4. Croatian legislative framework for the protection of minority rights
5. Participation of minorities in public administration and the right to representation
6. Elections for council members and representatives of national minorities
7. Participation in public life and management of local affairs through councils and representatives of national minorities in local self-government units
8. Representation in the administrative bodies of local self-government units
9. Use of languages and scripts of national minorities in local self-government units
10. The importance of cultural autonomy and the preservation and protection of cultural assets and traditions of national minorities for local self-government units
11. The right of members of national minorities to self-organize and associate in order to achieve common interests
12. Example of good practice – inclusion of minorities in local self-government units

Learning outcomes

After successfully completing the course, students will be able to:

1. To review the complex issues of ethnicity in local self-government (minority administrations);
2. Critically judge the effectiveness of integration policies related to ethnic communities at the local level;
3. Develop concrete political recommendations to promote integration and reduce national tension at the local level;
4. Evaluate the legal framework and institutional mechanisms on ethnic issues at the local level.

Course name

Quality management in local and regional self-government

Course contents

1. Overview of the historical development of quality (defining the concept of quality, quality gurus and philosophy, quality in local and regional self-government units)
2. Impact of quality on competitiveness (quality and costs - definition, monitoring of quality costs, indicators, management of quality costs, quality and services - concept of service quality, relationship between quality and satisfaction, quality and innovation)
3. Evolution of quality management (quality control and assurance, quality management, quality principles-user orientation, leadership, process approach)
4. Methods and tools for quality management (quality measurement, quality indicators, quality management methods)
5. Quality management systems (total quality management TQM, Lean management)
6. ISO 9001 standard (basic concepts, development of standards, management philosophy and principles, requirements)
7. Six SIGMA (term and role of Six Sigma system, Six Sigma metrics and methodology, Six Sigma management system)
8. Normative framework of the quality management system in local and regional (regional) self-government (decision on adoption of guidelines for the quality management system in public administration, strategic framework)
9. Introduction of the eSUK system as part of the Project introduction of the quality management system in the public administration of the Republic of Croatia
10. The future of quality (quality at the individual, organizational and global level)
11. Audit of the quality management system in local (regional) self-government units (method of conducting internal audit, compliance with the requirements of the standard, determination of non-compliance)
12. Example of application of ISO 9001:2015 standard in local and regional self-government
13. Cooperation with national and international institutions in the field of quality in the Republic of Croatia

Learning outcomes

After successfully completing the course, students will be able to:

1. Apply legal norms and quality standards to local and regional self-government processes to ensure compliance with national and European legislation;
2. Analyze legislation related to the quality of public services and develop frameworks for monitoring and evaluating the efficiency of local self-government;
3. Design legal and management strategies that improve the quality of processes and services, taking into account legal obligations and expectations of citizens;

4. Evaluate policies and procedures in local self-government according to legal quality standards and ethical principles, with the aim of promoting transparency and accountability;
5. Integrate legal aspects into the development and implementation of the quality management system, ensuring that legal issues are central to continuous improvement and innovation.

Course name

Management of EU projects

Course contents

1. Introduction to EU Project Management: History and development of EU projects, the importance and impact of EU projects on local and regional communities
2. EU Legislative Framework and Policies: Key EU laws and regulations related to projects, EU policies supporting project initiatives
3. EU Structures and Institutions Relevant to Projects: The role of the European Commission, European Parliament, and other institutions, key agencies and their role in project implementation
4. Preparation of Project Documentation: How to write project proposals, structure, and content of project applications
5. EU Project Funding: Overview of available funds and financing programs, the process of applying for financial resources
6. Project Cycle Planning and Management: Phases of the project cycle from idea to completion, tools for project planning
7. Budget Preparation and Financial Management: Process of preparing project budgets, monitoring and controlling costs
8. Project Risk Management: Risk identification and analysis, strategies for risk management
9. Project Monitoring and Evaluation: Methods and tools for tracking project progress, evaluation of results and achievements
10. Reporting and Communication: Writing reports for EU projects, strategies for effective communication with stakeholders
11. Team and Human Resource Management: Forming and leading project teams, conflict management, and team motivation
12. Case Studies and Best Practices: Analysis of successful EU projects, lessons learned from implemented projects

Learning outcomes

After successfully completing the course, students will be able to:

1. Recognize the differences between the Project organizational model and the conventional operational mode of operation;
2. Establish a connection between the objectives of European policies and the strategic framework at the regional, national and European level;
3. Identify different types of funds and programs of the European Union in order to determine the most suitable source of funding for the Project;
4. Identify the institutions in the EU funds management system in the Republic of Croatia and to understand their roles in the preparation and implementation of tenders for the allocation of grants;

5. Interpret the content of the guidelines for grant applicants.

Course name

Implementation of green policies in local and regional communities

Course contents

1. Concepts of sustainable development and green policy
2. Different approaches to sustainable development in local and regional communities
3. Sustainable development planning at the local and regional level
4. Cooperation between different sectors in the community
5. Decision-making processes in the implementation of green policies
6. Involvement of the public in sustainable development processes
7. Financing and management of sustainable development projects
8. Environmental impact assessment
9. Use of renewable energy sources and energy efficiency
10. Environmental sustainability and waste management
11. Traffic and sustainable mobility
12. Water management and conservation of natural resources
13. Risk and disaster management
14. Assessment of the impact of sustainable development on the economy and society
15. Comparison of examples of good practice in different local and regional communities

Learning outcomes

After successfully completing the course, students will be able to:

1. Analyze examples of green policies and sustainable development strategies in local and regional communities using critical thinking and evaluating their effectiveness;
2. Apply project management and decision-making techniques in the implementation of green policies in local and regional communities, including setting goals and measuring success;
3. Create innovative solutions for problems related to sustainable development in the local and regional community, using creative thinking and applying knowledge of examples of good practice;
4. Assess the impact of green policies on the environment and society using critical thinking and evaluation of relevant facts and data;
5. Critically consider the role of different sectors in the community (public, private, civil) in the implementation of green policies and sustainable development strategies, applying knowledge of political and social processes.

Course name

Professional practice II

Course contents

Before assigning a student to perform professional practice in local and regional self-government units, students will undergo 10 hours of preparation with professional practice lecturers. The preparation of students includes the creation of a professional practice plan, the collection of data on the selected body, as well as familiarization with the IT program for documentation management. A mentor (official in a selected unit of local and regional self-government) is appointed to the student for the purpose of professional practice.

Students will monitor the implementation of administrative procedures, budget planning, strategic management, and develop skills in communication, problem solving, and public policy analysis, depending on the body where the internship is performed.

The specific content of the professional practice will be defined by the Professional practice plan created in cooperation between the student, manager and mentor, and its realization is proven by the Professional practice diary signed (certified) by both the student and the mentor.

The provisions of the Ordinance on professional practice apply to other issues related to professional practice.

Learning outcomes

After successfully completing the course, students will be able to:

1. Distinguish the structure and competences of local and regional self-government units in relation to the state administration system;
2. Apply the appropriate legal norm to the actual situation within the jurisdiction of local and regional self-government units;
3. Apply the rules of ethical, moral and social responsibility in communication with colleagues and citizens and in the implementation of entrusted tasks;
4. Prepare a Professional practice diary in which the student will analyze in detail and connect the acquired theoretical knowledge with the acquired practical experience.